

TO/DATE 3586-701

Reports Management Inventory

<u>O/DD/S&T</u>	<u>Requirement</u>	<u>Frequency</u>	<u>Total Cost</u>
Non-ceiling Personnel	ExDir, O/P	4	\$ 253.72
Estimated Language Training Req.	ExDir	2	311.98
Annual Report Records Holding	CIA RAO	1	1,720.36
Records Management Quarterly	DDS	4	390.16
Status of Funds & Personnel	DDS&T	12	8,299.36
Overtime Report	DDS&T	12	706.79
Year-end Funding	DDS&T	1	260.48
Office Budget Estimate	O/PPB	1	14,310.33
Combined Program Call	O/PPB	1	57,284.08
CPC Update (Resources Change)	DDS&T	12	4,863.06
Quarterly Review and Backup	DDS&T	4	6,545.04
CIS (Contract plan, performance & deviation; fiscal year summary)	DDS&T	12	14,003.84
Cost Growth on S&T Contracts	DDS&T	12	102.30
	TOTAL		<u>\$ 109,051.50</u>

REPORTS MANAGEMENT INVENTORY

OEL	Require- ments	Frequency	OEL	ORD	OSI	FMSAC	OCS	OSP	OSA	SPS	TOTAL
Procurement Activity Report	OL	12	\$ 49.80	159.12	-	-	-	-	-	-	208.92
Weekly Activities Report	OEL	52	4,110.00	728.00	-	-	-	18,309.00	-	-	23,147.00
Delinquent Advances Travel	HHB	12	60.08	158.00	-	-	-	193.44	45.00	-	456.52
Annual \$ Value Report	HHB	1	95.60	150.00	25.00	45.00	250.00	150.00	300.00	25.00	1,040.60
Notice of Expedited Payment to Contractors	OF	12	12.48	12.48	-	-	-	-	-	-	24.96
Encumbrances	HHB	12	288.60	300.00	50.00	200.00	288.00	281.76	300.00	50.00	1,758.36
ORD Contract Management Sys.	ORD	12	-	17,942.40	-	-	-	-	-	-	17,942.40
Inspection Reports (Con- tractor & Project Off.)	HHB	6	52.50	1,977.90	-	-	-	-	-	-	2,030.40
TSCC Requirements	TSCC	12	-	370.50	-	-	-	-	-	-	370.50
OL Contract Information Sys.	OL	52	210.00	2,068.56	20.00	20.00	50.00	-	-	-	2,368.56
Cost Savings	DD/S&T	12	10.00	79.56	5.00	5.00	10.00	-	-	-	109.56
ADP Coordination Reports	DD/S&T	4	-	52.80	-	-	-	-	-	-	52.80
Intelligence Information Handling Committee	USIB	12	-	1,584.00	-	-	-	-	-	-	1,584.00
TDY Foreign Travel	DDS	2	200.00	105.00	50.00	50.00	-	300.00	300.00	50.00	1,055.00
OSI Work Program	OSI	52	-	-	21,897.58	-	-	-	-	-	21,897.58
FMSAC											
OCS											
Resource Distribution (Prism)	OPPB	4	-	-	-	-	74,000.00	-	-	-	74,000.00
OSP											
DCI Monthly Progress Report	DCI	12	-	-	-	-	-	1,685.00	-	-	1,685.00
Byeman Hqs. Management Rpts.	BYE	12	-	-	-	-	-	17,694.00	1,316.76	-	19,010.76
OSA											
Quarterly Progress Report	BYE	4	-	-	-	-	-	-	2,340.00	-	2,340.00
Field Unit Reports	OSA	12	-	-	-	-	-	-	7,054.80	-	7,054.80
Schedule of Finance & Obligations (Field)	F/HB	12	-	-	-	-	-	-	1,025.64	STAT	1,025.64
		12	-	-	-	-	-	-			
SPS											
Status of Funds		12	-	-	-	-	-	-	-	2,176.96	2,176.96
Quarterly Review Funds		4	-	-	-	-	-	-	-	1,496.16	1,496.16
TOTALS	STAT		\$ 5,089.06	25,688.32	22,047.58	320.00	74,598.00	38,613.20			